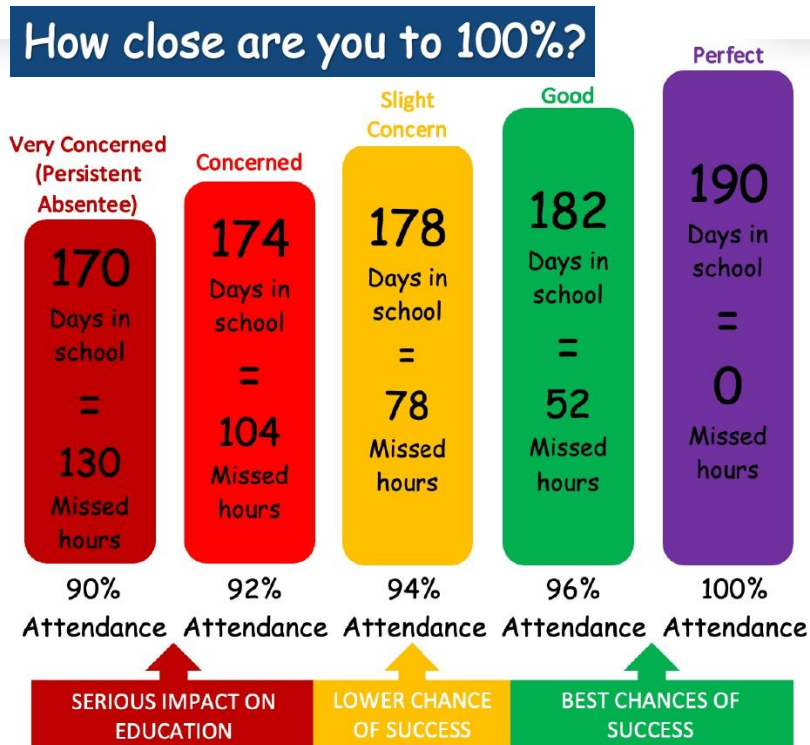


Edward Worlledge Ormiston Academy – Attendance and Expectations

It is our expectation that children attend the academy every day on time.



Did you know?

When children attend school they:

- Can achieve their full potential
- Have better career prospects
- Learn how to look after themselves
- Learn how to be healthy
- Grow in confidence
- Keep up with work and homework

A two-week holiday in term-time means the **highest** attendance your child can get is **94.7%**.
This is 65 hours of missed school time.

We are aware that it is sometimes the case that a medical appointment will need to be taken during the academy day. In this case we would expect a copy of the letter/appointment card to be shown at the main office and the child to attend before and after if possible.

We are also aware that sometimes children become unwell, it is our expectation that children attend the academy with slight coughs and colds (We can administer medicine at school). If the child is unable to come to school due to illness, we expect that an adult from the household has called the academy to let us know on the day before 9:00am, with a description of the illness and estimated date of return. We have a responsibility to investigate absences, so please don't be offended if you are questioned around your child's non-attendance.

If a child is absent from the academy and we do not know why we will do the following: -

1. Call priority contact on our list.
2. If no reply from priority contact calls to other contacts on our list will be made.
3. Send an absence message on Parentmail.
4. If no contact is made and the child is still absent on day 2, we will conduct a home visit to check on the welfare of the child and family.
5. If we can get no contact after these steps, we may refer to the police or children's services for further assistance.



Leave of absence requests will need to be filled in for any reason of absence that is not illness or medical appointment e.g. Holiday, funeral, wedding, passport appointment, religious ceremony. These can be collected from the academy office or are available via our website and must be completed a **minimum of 2 weeks before** the planned absence.

The academy will not authorise family holiday in term time without exceptional circumstances.

In line with the changes in DfE legislation, any unauthorised leave of absence which meets the threshold of 10 sessions will be referred to the Local Authority and may be eligible for a FPN. (Norfolk Attendance Guidance and FPN information was sent home on 07/09/2026).

We monitor children's attendance in the academy very closely and use a variety of interventions when a child's attendance starts to drop:

- Early Intervention Letters (indication a drop in attendance)
- Random SLT Late Duty (from main office)
- Teacher Meetings
- Informal Check-in Meetings & Mini Action Plans
- Attendance Support Meetings
- Attendance Contract Meetings

Where interventions/support has not been effective in raising a child's attendance parents will be referred to Norfolk County Council for consideration for prosecution.

Attendance Rewards

Weekly	Termly	Yearly (all in Summer Term)
Attendance-opoly Monopoly style game played in classes – each class who have achieved over 96% attendance for the week get to roll the dice in assembly and move round the board. There are lots of opportunities to win class prizes! Punctual Pete Each day a pupil attends on time their name goes into a box. A draw takes place on Friday to win a prize. (e.g. if in school all week, would have 5 entries!)	Autumn – Attendance Prize Bonanza • Pupils have the opportunity to collect “stickers” from 07/12 – 18/12. • Across the 2 weeks pupils need to collect 10 out of 10 stickers to win a prize on the last day of term! (Medical Appointments will be taken into consideration). • Each day will also consist of a prize draw – all pupils in attendance will have chance to win that day's prize/prizes! <i>(We are hoping to have a variety of sweets, days out, toys and electronics available to win!)</i> Spring & Summer – Random Reward Day • We are going to select a random day where all pupils in attendance will receive a special treat! <i>(We are open to suggestions from parents & pupils on what you would like to see as a reward – please speak to Mrs Branch on the gate, or email the academy office.)</i>	Final Assembly • Pupils will be awarded a special badge or certificate based on their year's attendance. • Pupils' attendance target for the whole year is 96.0%. Garden Party • All pupils achieving 100% attendance will be invited to attend this years Garden Party

You've got to be in it to WIN it!